



THIRD PARTY BILLING INFORMATION

IMPORTANT! PAYMENT DEADLINES AND DELETION FOR NON-PAYMENT

The college must receive third party billing authorizations by the [payment due date](#). Late authorizations may **result in deletion of the student's course registration.**

BILLING AUTHORIZATIONS:

- **Billing Authorization deadline** – must be received by the payment due date. **The payment due date will always be 2 Mondays PRIOR to the start of term.** Always include the student's **PCC ID number** on all authorizations.
- **How to submit** – billing authorizations can be turned in at any campus Business Office, or faxed to accounts receivable at 971-722-2878. The contact number in accounts receivable is 971-722-2816.
- **Payment** – Due upon receipt of invoice. **Important** - To ensure proper credit, reference your PCC Vendor ID and invoice number on your remittance. **Do not combine payment with other PCC invoices.**

GENERAL INFORMATION FOR THIRD PARTY SPONSORS:

- Authorization requirements: Authorizations must be itemized to show all fees your organization will pay.
- Eligible charges: Tuition and mandatory class fees (lab, distance learning, student activity, college service and technology), parking permits, special billing and handling fees and late charges.
- Ineligible Charges: Fees which require up-front payment, such as GED testing.
- Multiple-term authorizations: Accepted for up to one academic year; specify terms authorized.
- Book authorizations: Must be submitted separately to the Bookstore. Bookstore fax for third party billing is 971-722-8341. Please do not combine tuition and bookstore authorizations.
- Enrollment: PCC does not monitor enrollment. PCC will invoice up to the amount authorized without regard to enrollment. Please work directly with the students you sponsor to ensure they are taking classes authorized by you.
- Student Schedules: Due to FERPA regulations, PCC will include schedules with the invoice upon request if ALL of your sponsored students have an active [consent to release information](#) on file. Otherwise, schedules must be obtained from the student.
- Grades: PCC does not release grade information. Please obtain grades directly from your sponsored student.
- Cancellation: Requests must be provided in writing, allowing 30 days for processing.

STUDENT RESPONSIBILITIES: Payment of the account balance is the responsibility of the student. Students must:

- Ensure that PCC, Third Party Billing, receives their billing authorization by the payment due date.
- Regularly access MyPCC email and [PCC-Pay](#). **Do not assume that your account is current. If there is a balance due by the payment due date, your authorization was not received or it is incomplete.** The student must pay any remaining balance due or follow up with their sponsor to get the authorization to the college. PCC does not mail paper bills to students.
- Register early and finalize your registration by the payment due date (2 Mondays prior to start of term). This includes **late starting and wait listed classes.**
- Notify their sponsor of any schedule or fee changes and provide the college with an updated billing authorization if necessary by the payment due date.
- Pay all charges that do not meet PCC's third party billing requirements as well as any charges rejected or not authorized by their sponsor.

ON-LINE REFERENCE GUIDE

- Academic calendar: <http://www.pcc.edu/registration/academic-calendar.html>
- Admissions: <http://www.pcc.edu/admissions/>
- Bookstore: <http://www.pcc.edu/resources/bookstore/>
- Business Office hours: <http://www.pcc.edu/resources/business/>
- Parking & Transportation Services: <http://www.pcc.edu/resources/parking/>
- Third party information for students: <http://www.pcc.edu/resources/tuition-fees/payment-info/tpbilling.html>
- Payment due date: <http://www.pcc.edu/resources/tuition-fees/payment-info/>
- Tuition and fee schedule: <http://www.pcc.edu/resources/tuition-fees/>
- Confidential Information release: <http://www.pcc.edu/resources/student-records/>

LATE PAYMENT BY VENDOR

- Unpaid charges are released to the student after 45 days and become in-eligible for re-billing.
- Released charges will be billed with instructions to contact your organization. The student will be unable to register or obtain transcripts until their charges are paid in full. Students will have 10 days to pay released charges before a late fee of up to \$75 is assessed.

IMPORTANT DISCLOSURES

- Student will be billed for any charges that are not paid by their sponsor within 45 days of the invoice date.
- PCC will not accept authorizations if payment is contingent upon grades or successful completion of class.
- PCC does not monitor enrollment, grades, attendance or financial aid status.
- Authorizations not received by the payment due date may cause students to be deleted from courses.
- For course information, students must have consent to release on file. This may be setup via MyPCC.
- Authorizations must be on the entity's official form or letterhead.
- Third party billing services are available only to organizations with five or more students attending each term.

THIRD PARTY BILLING FEES:

- On-time authorizations: \$5 per student billed per instance
- International Students: \$10 per student billed per instance
- Special handling/late: \$10 per student billed per instance

Taxpayer ID: 93-0575187

Entity Type: Municipal Organization

Mailing Address: Portland Community College
Attn: Third Party Billing (DC 1st FL)
PO Box 19000
Portland, OR 97280-0990

CONTACT INFORMATION BY BILLING TYPE	PHONE	FAX
Employers & Agency clients - Tuition and fees	971-722-2816	971-722-2816 or 2878
International & Early Options - Tuition and fees	971-722-2860	971-722-2878
Books and supplies (all clients)	971-722-4309	971-722-8341
Occupational skills training	971-722-6129	971-722-6124